



QUESTION BOX, BUFFALO CONVENTION

April 21-23, 1931

The first tabulation contains the results of a vote of the entire convention. The second tabulation is a sectional analysis of the answers according to the divisions in which the convention met at certain times. Section A is made up of registrars representing universities, section B is made up of those representing liberal arts colleges, section C is made up of those representing teachers' colleges and normal schools, section D is made up of those representing technical and professional schools, and section E is made up of those representing junior colleges. For purposes of convenience the totals are repeated in the second tabulation.

Questions pertaining to institutional practice are designated by the symbol (I); those pertaining to a practice of the registrar as distinguished from any other administrative officer, by the symbol (R).

Yes No

- | | | | |
|-----|-----|---------|---|
| 137 | 2 | 1. (I) | In admitting freshmen do you always require a statement of the distribution of high school units as well as a statement of graduation? |
| 48 | 87 | 2. (I) | Does your institution name a minimum high school grade level below which candidates for admission are required to take college entrance examinations? |
| 117 | 23 | 3. (I) | Is physical examination required of all new freshmen? |
| 19 | 114 | 4. (I) | Do you use intelligence test scores as a basis for selection of students? |
| 93 | 35 | 5. (I) | Do you require mature, unclassified students to file credentials? |
| 114 | 21 | 6. (I) | (a) If a student of mature years and experience lacks one or two units of high school credit, may he enter as a special student? |
| 102 | 21 | (I) | (b) May such a student apply college courses toward the satisfaction of entrance requirements? |
| 84 | 54 | 7. (I) | Do you admit tentatively applicants for advanced standing who present statements of honorable dismissal but who have not as yet filed their credentials? |
| 90 | 48 | 8. (I) | (a) When a student enters with advanced standing from another institution, do you require an individual transcript from each of the institutions previously attended? |
| 77 | 53 | (I) | (b) In such instances do you accept the evaluation of preparatory school subjects as reported by the other institution? |
| 89 | 42 | 9. (I) | Do you require complete satisfaction of entrance requirements before evaluation credentials for advanced standing credit? |
| 12 | 126 | 10. (I) | (a) Do you require a fee before making an evaluation of advanced standing credentials? |

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Yes	No		
8	12	(I)	(b) If so, is this fee credited toward tuition if the applicant enrolls?
63	44	11. (I)	If a student is suspended from your institution for a specified period, do you accept credits earned in some other institution during his period of suspension, in the event of his readmission to your school?
99	37	12. (I)	Is it your practice to send to prospective transfers, after receipt of transcripts from former colleges, an estimate of advanced credit that will be given in case they should register?
75	47	13. (I)	In evaluating records of advanced standing students, do you give credit for courses passed at first school if the passing grade at that school is lower than your passing grade?
8	57	14. (I)	If advanced standing is accepted toward the master's degree, would it affect the so-called one-year residence requirement?
76	56	15. (I)	Does your institution accept credits earned in correspondence courses as partial fulfillment of the undergraduate degree requirement?
5	124	16. (I)	Does your institution grant college credit for foreign travel not in connection with an organized study class (travel course)?
49	60	17. (I)	Does your institution grant college credit for foreign travel in connection with a travel course under the auspices of an accredited college or university?
41	84	18. (I)	Do you give the transfer student the benefit of quality points in evaluating his credentials for advanced standing?
113	26	19. (I)	Do you have a separate registration period for each semester?
50	77	20. (I)	(a) Do you require any form of pre-registration, usually held a few weeks before the close of the spring term?
47	11	(I)	(b) Have you found it to be satisfactory?
44	7	(I)	(c) Does it materially reduce the work incident to the fall registration?
41	82	31. (I)	Do you register for the second semester during the holidays between semesters?
112	23	22. (I)	Are all charges for tuition and fees payable at each registration period?
55	77	23. (R)	Do you control the size of classes and sections by having a specified number of class cards for each class and section?
72	58	24. (R)	Does your office receive a check list from the instructors soon after each registration period showing who are registered in their classes?
43	83	25. (I)	(a) Do you permit undergraduate students to register for a course after the first three weeks of a semester?
21	81	(I)	(b) Four weeks?
68	65	26. (I)	Is change of schedule, without sufficient reason, allowed during the first week of college?
53	75	27. (I)	Do you require a fee for each change in program after a student has completed registration?
88	42	28. (I)	(a) Are mature students who do not desire credit permitted to enroll in regular college classes as non-credit students?
80	20	(I)	(b) Are such students required to pay the regular credit charge for these courses?
		29. (I)	Do you mail a report of grades at the end of each semester or term to
75	39	(a)	Every registered freshman?
99	32	(b)	To parent or guardian of every registered freshman?
78	34	(c)	To every registered student?
89	45	(d)	To the parent or guardian of every registered student?

Yes	No		
91	56	30. (I)	Do you withhold reports of grades until fees are paid?
100	33	31. (I)	Do you assign a failing grade to a student who withdraws from a course and at the time of withdrawal is doing failing work?
102	28	32. (I)	Is failure recorded when a student withdraws without permission?
22	61	33. (I)	Does your institution use a different grading system for reporting grades of graduate students from the system used for undergraduate students?
80	15	34. (I)	Does your institution have a definite average grade requirement that must be met by candidates for graduate degrees?
47	88	35. (I)	Do you have any guide suggesting the approximate number or per cent of A's, B's, etc., to which each instructor may refer when grading his students?
36	93	36. (R)	(a) Do you give the members of the faculty each semester a report, with or without names, of the per cent of A's, B's, etc., given by each instructor for the preceding semester?
69	48	(R)	(b) Do you prepare such a report for any administrative office or offices?
53	69	37. (I)	Do you deduct negative quality points when averaging grades?
77	59	38. (R)	Do you record the full title of each course as listed in the catalog on the permanent record form?
68	62	39. (R)	Do you record personnel data on the permanent record form?
56	37	40. (R)	(a) Do you allow graduate students to have access to your grade files to obtain thesis data?
6	32	(R)	(b) If not, is the objection based on the number of such requests?
89	52	41. (R)	Are the original, permanent records of students ever carried outside the registrar's office, for instance to a dean's office or to an administrative board meeting?
96	33	42. (R)	Do you issue student records at the request of presidents, deans, registrars, or recognized committees of other institutions asking for such records for the purpose of making surveys or studies?
135	5	43. (R)	Do your transcripts specify the semester of each course as well as the year during which it was taken?
129	11	44. (R)	Do you include all failing grades on transcripts issued by your office?
58	76	45. (I)	Does your statement of honorable dismissal apply at all to academic standing?
52	82	46. (R)	(a) Do you give transcripts of record to business firms without receiving a specific request to do so from the student concerned?
20	113	(R)	(b) Do you give transcripts of record to individuals asking for them without a specific request to do so from the student concerned?
88	66	47. (R)	(a) Do you notice an increase in requests (from state departments, medical schools, etc.) for student records on blank forms other than your own?
97	19	(R)	(b) Do you comply with such requests?
28	18	(R)	(c) If not, do you return the blank, unfilled, but accompanied by a transcript of record on your own form?
24	10	48. (I)	Do you confer a degree upon a student at any time during the year whenever the full requirements have been met?
40	94	49. (I)	Do you have a formal degree-conferring exercise more than once a year?
95	33	50. (I)	Does scholarship alone determine whether or not a student will be graduated with honors?
83	44	51. (R)	(a) Are you the final authority in certifying that a candidate has fulfilled the degree requirements?

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Yes	No	
37	52	(I) (b) Is the dean of the school the final authority in certifying that the candidate has fulfilled the degree requirements?
58	77	52. (R) Do you hand the diplomas to the president at commencement time?
31	100	53. (R) Do students get their diplomas from the registrar's office after commencement?
4	118	54. (R) Are you wholly responsible for the Freshman Week program?
61	59	55. (R) Are you a member of the Freshman Week Program Committee?
30	89	56. (R) Should the registrar be a teaching member of the faculty as well as an administrative officer?
36	87	57. (R) Do you belong to a professional educational fraternity?
30	100	58. (R) Do you serve on the Faculty Athletic Committee?
64	79	59. (R) Are you the chairman of the Schedule Committee?
46	71	60. (R) Is it desirable that the registrar hold a degree in education?
62	69	61. (R) Does your office have special hours during which students may obtain information?
93	37	62. (R) Do you keep permanently carbon copies of all correspondence that goes out from your office, including acknowledgments of transcripts, etc.?
7	71	63. (R) If you photograph new students each year, do you re-photograph seniors at the beginning of their senior year for permanent record?
56	79	64. (R) Are you, as registrar, the fee-assessing officer of your institution?
4	132	65. (I) Does your institution assess a fine upon the instructor who is late in submitting his grades at the end of the semester or term?
20	95	66. (I) Do you make a charge to supervise or proctor an occasional examination for a student who may wish to take an examination for credit in another institution but under the direction of your institution, possibly because of its convenient location?
35	104	67. (I) Are your alumni organized in any way to assist in the selection of students?
35	96	68. (I) Do you allow credit for the first semester of a foreign language if the student does not continue the course throughout the second semester?
90	33	69. (R) Does your office compile the scholarship averages of student groups, such as fraternities, honorary societies, etc.?
67	49	70. (R) Do you tabulate and release a scholarship rating for fraternities at the close of each term or semester?
7	127	71. (R) (a) Do you use tabulating cards (Hollerith or Powers) in making up class lists?
4	131	(R) (b) Do your instructors report their grades on tabulating cards (Hollerith or Powers)?
5	129	(R) (c) Do you record grades from tabulating cards (Hollerith or Powers)?
76	43	72. (I) Must social organizations have their lists of initiates officially approved for scholastic standing before the date of initiation?
90	39	73. (I) Do all faculty members have access to the psychological ratings of students?
42	90	74. (I) Is college credit given for playing in the band or orchestra at your institution?
63	38	75. (I) Are all honors courses and individualized courses printed in the catalog with title and number of hours credit?
43	90	76. (R) Is it your duty as registrar to check from time to time students engaged in extra-curricular activities and to notify those whose low scholarship makes them ineligible for continued participation?

Yes	No		
80	47	77. (R)	Does your office certify the eligibility of athletes at stated intervals?
52	78	78. (I)	Are holidays counted in the total number of weeks advertised as the length of your school year?
65	51	79. (I)	Are college seniors permitted to take freshman subjects and obtain full credit?
103	22	80. (I)	Is your one-year residence rule interpreted to mean at least thirty semester credit hours?
66	64	81. (I)	(a) Do you charge a non-returnable matriculation fee in addition to the tuition fee?
10	112	(I)	(b) Do you charge a non-returnable application fee in addition to the matriculation and tuition fees?
56	64	82. (I)	(a) Are English placement test scores used in sectioning freshmen at registration?
30	56	(I)	(b) Are these scores so used after classes have been organized on the basis of original registration?
90	37	83. (I)	Do you allow one entrance unit for intermediate algebra if it is pursued full time for a year in high school?
32	68	84. (I)	Do you require a foreign applicant to pass the College Entrance Board examination in English?
60	23	85. (I)	May a student transferring with advanced standing compete for honors during the first year of residence at your institution?
38	74	86. (R)	In calculating group averages, do you include any courses for which incomplete grades have been recorded?
63	46	87. (R)	In calculating departmental load registration totals, do you include any students who dropped the course before completion?
46	73	88. (I)	Does your institution require placement examinations of all freshmen?
113	20	89. (I)	(a) Do you permit failures to be made up in summer school?
105	20	(I)	(b) Do you permit conditions to be removed in summer school?
10	113	90. (I)	Do you restrict summer school work to elective courses only?
44	58	91. (I)	Do you admit students to your summer school session without requiring them to present credentials showing that they have met entrance requirements?
28	93	92. (I)	Must a student choose his major subject before his sophomore year?

Sectional Analysis of Question Box Answers

Question Number	Section A		Section B		Section C		Section D		Section E		Totals	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
1	49	1	52	..	20	..	8	1	8	..	137	2
2	21	29	17	32	3	17	4	5	3	5	48	87
3	47	2	48	6	14	6	5	4	3	5	117	23
4	7	42	7	41	3	16	..	9	2	6	19	114
5	31	17	37	9	12	6	8	1	5	2	93	35
6 (a)	45	6	33	10	15	5	9	..	7	..	114	21
(b)	39	8	37	7	15	4	5	..	6	2	102	21
7	30	19	26	26	17	3	7	2	4	4	84	54
8 (a)	31	18	36	17	13	6	6	3	4	4	90	48
(b)	30	20	32	17	8	8	4	5	3	3	77	53
9	33	15	30	19	14	5	6	1	6	2	89	42
10 (a)	6	43	4	49	..	19	2	7	..	8	12	126
(b)	4	7	3	2	..	1	1	2	8	12
11	4	15	13	22	11	4	7	1	3	2	63	44
12	29	10	35	17	14	4	7	2	3	4	99	37
13	40	16	26	18	8	10	5	3	8	..	75	47
14	28	40	1	11	..	3	2	3	8	57
15	31	16	21	30	16	3	5	4	3	3	76	56
16	1	45	2	47	..	19	1	8	1	5	5	124
17	22	20	14	24	9	8	2	4	2	4	49	60
18	11	36	21	25	6	12	2	5	1	6	41	84
19	44	6	38	14	18	2	8	1	5	3	113	26
20 (a)	14	33	26	26	3	8	1	8	6	2	50	77
(b)	12	7	26	3	3	..	1	1	5	..	47	11
(c)	11	4	24	2	2	1	2	..	5	..	44	7
21	17	29	15	32	4	13	3	3	2	5	41	82
22	45	4	37	13	16	4	9	..	5	2	112	23
23	23	25	14	35	10	10	4	3	4	2	55	77
24	20	29	33	14	9	10	4	3	6	4	72	58
25 (a)	16	32	16	29	6	14	4	3	1	5	43	83
(b)	6	32	9	30	2	13	3	2	1	4	21	81
26	30	20	21	27	10	10	2	5	5	3	68	65
27	22	23	13	30	8	12	3	4	2	6	53	75
28 (a)	35	14	28	21	14	4	6	1	5	2	88	42
(b)	30	8	27	6	12	2	6	1	5	3	80	20
29 (a)	28	14	27	13	9	7	6	2	5	3	75	39
(b)	30	17	44	4	11	8	8	1	6	2	99	32
(c)	32	10	29	12	7	8	6	2	4	2	78	34
(d)	28	21	38	14	11	6	6	3	6	1	89	45
30	41	26	27	23	14	3	6	1	3	3	91	50
31	41	9	35	15	13	5	5	2	6	2	100	33
32	36	13	37	10	15	3	7	1	7	1	102	28
33	17	30	2	17	1	5	2	6	..	3	22	61
34	38	8	25	4	8	1	6	1	3	1	80	15
35	21	29	9	39	9	11	4	5	4	4	47	88
36 (a)	16	32	5	43	8	10	5	3	2	5	36	93
(b)	28	17	22	19	10	6	5	3	4	3	69	48
37	23	22	15	32	8	8	5	3	2	4	53	69
38	28	22	22	29	14	6	7	1	6	1	77	59
39	27	21	19	28	13	6	3	5	6	2	68	62
40 (a)	33	12	12	18	3	4	5	2	3	1	56	37
(b)	2	11	2	14	..	3	1	3	1	1	6	32
41	29	21	39	18	13	6	5	3	3	4	89	52
42	33	15	37	8	16	3	7	2	3	5	96	33
43	48	2	52	1	13	2	9	..	8	..	135	5
44	49	1	45	8	19	1	9	..	7	1	129	11
45	29	20	16	35	8	9	4	5	1	7	58	76
46 (a)	20	27	16	35	7	12	5	4	4	4	52	82
(b)	2	43	10	41	6	14	2	7	..	8	20	113
47 (a)	22	25	39	19	12	12	3	5	2	5	88	66
(b)	35	8	39	5	15	2	6	1	2	3	97	19
(c)	13	5	3	7	4	..	4	1	4	5	28	18

Question Number	Section A		Section B		Section C		Section D		Section E		Totals	
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
48	13	36	5	47	4	13	..	8	2	2	24	10
49	17	33	11	42	11	8	1	7	..	4	40	94
50	38	10	36	13	11	5	7	2	3	3	95	33
51 (a)	27	21	31	19	13	1	7	2	5	1	83	44
(b)	17	21	16	17	..	7	1	5	3	2	37	52
52	25	23	17	35	9	9	4	5	3	5	58	77
53	17	29	5	46	5	13	3	5	1	7	31	100
54	3	43	1	49	..	16	..	7	..	3	4	118
55	29	17	22	27	4	11	4	3	2	1	61	59
56	7	35	15	28	4	17	3	4	1	5	30	89
57	12	35	8	35	11	8	2	5	3	4	36	87
58	11	37	9	42	6	11	2	6	2	4	30	100
59	23	25	22	29	9	10	5	4	5	1	64	79
60	15	29	13	27	13	5	1	7	4	3	46	71
61	20	27	24	25	8	12	4	3	6	2	62	60
62	32	16	33	15	15	3	7	1	6	2	93	37
63	2	24	3	28	..	9	1	7	1	3	7	71
64	30	17	12	38	6	14	5	4	3	5	56	78
65	2	48	1	49	1	18	..	9	..	8	4	132
66	13	29	6	37	..	16	1	6	..	7	20	95
67	9	40	21	33	4	16	..	8	1	7	35	104
68	15	33	5	44	8	10	5	3	2	6	35	96
69	41	7	23	19	15	3	7	1	4	3	90	33
70	30	18	21	18	8	8	7	2	1	3	67	49
71 (a)	4	44	..	53	..	19	2	7	1	4	7	127
(b)	2	46	..	53	..	19	2	7	..	6	4	131
(c)	2	46	..	53	..	18	2	7	1	5	5	129
72	34	14	25	15	6	10	8	1	3	3	76	43
73	30	12	31	16	12	5	3	3	4	3	80	39
74	14	36	9	41	14	12	2	5	3	5	42	99
75	26	11	26	11	10	3	..	3	1	5	63	33
76	16	34	16	34	5	12	3	5	3	5	43	90
77	37	12	25	22	10	6	4	3	4	4	89	47
78	22	25	15	33	10	10	3	5	2	5	52	78
79	25	19	25	21	12	5	3	4	..	2	65	51
80	43	6	33	10	16	3	6	3	5	..	103	22
81 (a)	34	14	24	25	5	14	2	6	1	5	66	64
(b)	5	42	3	42	..	17	1	6	1	5	10	112
82 (a)	17	21	21	28	11	8	4	4	3	3	56	64
(b)	13	18	8	23	4	9	4	2	1	4	30	55
83	36	11	34	13	11	6	5	4	4	3	90	37
84	15	26	7	28	2	8	5	3	3	3	32	68
85	26	10	24	14	4	5	4	2	2	2	60	23
86	15	26	12	29	4	13	3	4	4	2	38	74
87	29	17	19	16	7	8	4	4	4	1	63	46
88	18	28	15	26	4	12	5	4	4	3	46	73
89 (a)	41	7	40	11	18	..	8	1	6	1	113	20
(b)	41	6	35	12	14	1	8	1	7	..	105	20
90	4	44	5	38	1	17	..	8	..	6	10	113
91	19	27	11	15	7	10	6	2	1	4	44	58
92	5	42	11	35	6	11	4	2	2	3	28	93

**EDUCATIONAL RESEARCH PROJECTS, COM-
PLETED OR IN PROGRESS AS REPORTED
TO THE COMMITTEE ON EDUCA-
TIONAL RESEARCH**

At the meeting of the Association in Memphis, the Committee on Educational Research was authorized to compile and maintain a record of the research work now being conducted and that recently completed by individual members of the Association.

The purpose of this record is to afford information to members and others as to recent work in the various fields in which the registrar is interested and to establish a central point of contact by means of which those interested may be put in touch with others engaged in similar projects.

Each member of the Association was requested to forward to the committee the following information on the projects completed since 1925* and those in progress:

- (a) Title or nature of the project.
- (b) Name of institution.
- (c) Name of individual in charge.
- (d) Approximate date of completion.
- (e) If completed, how obtainable.

It was also stated as the opinion of the committee that there should be included projects in which the office of the registrar was actively interested even though the registrar was not designated as "in charge" of the project.

The committee is of the opinion that returns so far, are incomplete. In view, however, of the large number who expressed themselves as desirous of learning of others engaged in certain fields of investigation, it seems advisable to report in this issue of the BULLETIN, and supplement the report from time to time as further information is received.

* For projects prior to this year see the Proceedings of the Association for the Boulder Colorado Convention.

A general classification of projects has been attempted to facilitate reference to them. Obviously, the title in some cases is inadequate to determine the proper classification and in other cases the project might well be placed in more than one group.

Committee on Educational Research: J. P. Mitchell, K. P. R. Neville, F. L. Kerr, I. M. Smith, R. N. Dempster, R. M. West, Chairman.

I. ADMISSIONS AND ADVANCED STANDING

Entrance offerings in modern languages of 389 students who received the B.A. degree during 1928-29. Columbia University. The Registrar. Photostat copy for loan (1929).

Records of students who took placement examinations in modern languages, beginning September, 1918. Columbia University. The Registrar. *Annual Report of the Dean of the College to the President* (1929, 1930).

A study of college entrance requirements. Goucher College. Probst, Carrie Mae. *Journal of the American Association of University Women* (June, 1930).

The intelligence test as a college entrance medium for adult students. The John Brown Schools. Kilby, C. S. Mimeographed (Feb., 1930).

Reliability of the Iowa Placement Tests in predicting success in engineering college. Missouri School of Mines and Metallurgy. Armsby, H. H.

The predictive value of scholastic aptitude tests. Mount Holyoke College. Greene, Caroline B.

Intelligence and placement tests. Ohio Northern University. Loy, F. L. (1930).

Scholastic records of students failing a general intelligence test. Ohio University. Dilley, F. B. (1930).

Stanford scholarship of high-school honor students. Stanford University. Cowdery, Karl M. *Faculty Bulletin* 14 (Dec. 5, 1928).

The University records of students from junior colleges. Stanford University. Mitchell, J. P., and Eells, W. C., *Faculty Bulletin* 13 (June 30, 1928).

Thorndike scores and English matriculation test. Stanford University. Bernreuter, R. G. *Faculty Bulletin* 6 (Jan. 31, 1927).

Research on the Stanford Scientific Aptitude Test: preliminary findings. Stanford University. Wrenn, C. G. *Faculty Bulletin* 18 (July 31, 1930).

Thorndike test scores of entering and graduating students. Stanford University. Cowdery, K. M. *Faculty Bulletin* 15 (Feb. 6, 1929).

Revision of the Thorndike examination. Stanford University. Cowdery, K. M. *Faculty Bulletin* 14 (Dec. 5, 1928).

Thorndike test scores and scholarship average of graduating students. Stanford University. Bernreuter, R. G. *Faculty Bulletin* 3 (Feb. 27, 1926).

Two admission selection items evaluated. Stanford University. Cowdery, K. M. *Faculty Bulletin* 6 (Jan. 31, 1927).

Advance indications of ability for university scholarship. Stanford University. Cowdery, K. M. *Faculty Bulletin* 17 (Dec. 30, 1929).

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**Problems in the Articulation and Correlation of the
Secondary Schools With Higher Institutions**

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PERSONALS

Temple University announces the appointment of Mil-lard E. Gladfelter as Registrar of that institution, succeeding Mr. Ephraim H. Homan, who resigned several months ago. Mr. Gladfelter has been the director of the Temple University High School, is a graduate of Gettysburg College, and holds a Master's degree from the University of Wisconsin. He has had ten years' experience as a teacher, high school principal, and a supervising principal.

Under Mr. Gladfelter's administration, a six-year secondary school was organized at West York, which is recognized by the State Department of Education as one of the most progressive in Pennsylvania. He has been active in secondary education since coming to Temple.

C. W. Strom has resigned as Registrar of Luther College (Iowa), to become Head of the Department of Mathematics. He has served as Assistant Registrar and Registrar for a decade. He is succeeded by Mr. Oscar M. Lomen who has been Assistant Registrar since 1926. Both Mr. Strom and Mr. Lomen are graduates of Luther College.

The Pennsylvania State College will hold its Second Annual Guidance and Personal Conference on October 30 and 31. The principle speakers will be: Mr. F. O. Holt, Registrar of the University of Wisconsin who has been asked to speak on the subject, "A Selective Plan of Admissions in Wisconsin"; and Mr. Wm. S. Hoffman, Registrar of The Pennsylvania State College who will speak on "The Plan of Selective Admissions Used at The Pennsylvania State College." Registrars of near-by institutions are urged to attend if at all possible. The conference is, however, primarily for high school principals.

